

DA 88-0734
11 April 1988

MEMORANDUM FOR: Facilities Management Officer

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FROM:

Chief, DDA Management Staff

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SUBJECT: Directorate of Administration Quarterly Conference
19 - 20 April 1988

CONFERENCE COORDINATOR:

SECURE:

CONFERENCE ATTENDEES:

R. M. Huffstutler
Henry P. Mahoney

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Allen R. Elkins
Edward J. Maloney

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Gary E. Foster
Hugh E. Price

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Deputy Director for Administration
Associate Deputy Director for
Administration
Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education
Executive Assistant to the DDA
Chief, DDA Management Staff
GS-15, DDA Management Staff
NPIC
ORD

Tuesday, 19 April 1988

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Arrive [] at 1330; overnight lodging for conference attendees is requested.

*Tentative

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ALL PORTIONS CONFIDENTIAL

ADMINISTRATIVE - INTERNAL USE ONLY

Wednesday, 20 April 1988

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Depart 1200-1300

All conference attendees driving

SPECIAL REQUIREMENTS:

-Safe to secure classified material

-Viewgraph equipment

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-Cocktails and dinner 1700, 19 April; coffee and donuts available 20 April; attendees will use cafeteria facilities for breakfast and lunch 20 April. We will advise them of the need to get there early because of the OP Conference.

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FAN ACCOUNT:

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